



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

1001

G-1/Ops

OCT 18 2016

FORCE POLICY LETTER 2-17

From: Commander
To: Distribution List

Subj: RESERVE COMPONENT MARINES CONFIRMATION ORDERS

Ref: (a) Joint Travel Regulations (JTR)
(b) MARADMIN 636/11
(c) MCO 1001R.1L
(d) MCO 1001.59A

Encl: (1) Example Memorandum Endorsement for Validation of Oral Order

1. Situation. It is the responsibility of leadership to ensure our Reserve Component Marines are provided ample notification and a copy of authenticated orders prior to executing of any type of duty. Every unit is charged with developing internal procedures to avoid issuance of confirmation orders. Confirmation orders are any orders issued within the Marine Reserve Order Writing System (MROWS) that are "authenticated" after the effective date.

2. Cancellation. Force Policy Letter 01-12.

3. Mission. To update policy surrounding the issuance of confirmation orders to members of the Reserve Component.

4. Execution

a. Commander's Intent. Each Reserve Component Marine will have an authenticated set of orders completed prior to executing any travel. There are many routing requirements built into MROWS and it is incumbent upon unit leadership to ensure requests for duty are completely processed prior to the effective date.

b. Tasks

(1) References (a) and (b) specifically require any orders issued as confirmation orders to be a result of "urgent or unusual circumstances". References (c) and (d) strictly prohibit the issuance of conformational Active Duty Operational Support (ADOS) and Active Duty for Training (ADT) orders.

(2) In the event that orders are issued as confirmation orders, the below actions are required:

(a) Following the issuance of an oral order, the Commanding Officer (CO)/Office in Charge (OIC)/Inspector-Instructor (I-I)/Operational Sponsor of order issuing unit must provide a memorandum endorsement to validate that an oral order was given, as required by reference (b). Enclosure (1) provides an example for the Memorandum Endorsement format.

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(b) Reference (c) prohibits the execution of ADOS and ADT as confirmation orders; therefore, a waiver for an exception to Marine Corps Policy is required whenever ADOS or ADT Orders are issued as conformational. The waiver is initiated by the Order issuing unit and must explain the circumstances surrounding the issuance of the conformational order and will have a copy of the Oral Order memorandum endorsement submitted as an attachment. The waiver request must be routed via the chain of command to Deputy Commandant, M&RA (RA).

(c) Upon receipt of the Director, Reserve Affairs' approval, the Memorandum Endorsement along with the approval letter must be submitted with the Marine's travel claim to the supporting Finance Office/Disbursing Office (FinO/DisbO) for travel claim settlement. Supporting FinO/DisbO will not settle travel claims associated with a set of confirmation orders without these documents.

5. Administration and Logistics

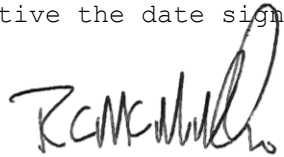
a. Leadership is responsible for complying with the references regarding confirmation orders and ensuring that adequate lead-time is provided for orders processing.

b. Recommendations concerning the contents of this Policy Letter are invited and shall be submitted in writing to the Marine Forces Reserve (MARFORRES) G-1 Operations.

6. Command and Signal

a. Command. This Policy is applicable to MARFORRES.

b. Signal. This Policy is effective the date signed.



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UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

IN REPLY REFER TO:
1326
S-1

MEMORANDUM ENDORSEMENT

From: Commanding Officer/Inspector-Instructor/OIC/OpSponsor
To: MARINE

Subj: VALIDATION OF ORAL ORDER

Ref: (a) MARADMIN 636/11
(b) JTR
(c) MROWS Orders Tracking # _____

Subj: VALIDATION OF ORAL ORDER

1. As required by references (a) and (b), the following validation is provided:

a. An urgent or unusual situation occurred which required official travel to begin or be performed prior to the authentication of the Marine Reserve Order Writing System Orders contained in reference (c).

b. Circumstances surrounding the nature of confirmation orders being issued are as follows:

c. A verbal order was issued by Full Name, Grade, and Title on (date)/(time) for this period of duty to be executed.

I.M. CO/I&I/OIC/OPSPONSOR

From: MARINE
To: Commanding Officer/Inspector-Instructor/OIC/OpSponsor

1. I verify that I received the oral order to execute the period of duty on (date)/(time).

2. I understand that if the information provided to me in executing this oral order is different from those authorized by reference (b), the provisions of reference (b) will prevail.

I. M. MARINE

Enclosure (1)